

Tempe Fire Department Policies and Procedures

Facility Maintenance and Reporting

601.03

Rev 5-11-07

Purpose

Ongoing facility maintenance and reporting of problems ensures all Tempe Fire Department facilities are safe and maintained accordingly to ensure the building and its systems and equipment perform as designed.

Policy

It is the responsibility of all members to care for, maintain and report any repairs or other issues regarding fire facilities. It is the supervisor's responsibility to provide management and oversight to their assigned facility including the ongoing care, maintenance and reporting of problems.

Procedure

Facility Service Requests (non emergency)

Facility service requests can be submitted by any member of the Fire Department. Service requests shall be made online using the Fire Department intranet site "Online Forms; Facility Service Request". Submitted forms will be routed to Support Services, where a formal request for service will be made to Public Works or other appropriate resource.

Public Works receives numerous requests for maintenance each month from all City facilities. Requests are assigned and completed based on priority, budget and resources. Support Services will conduct frequent follow up with Public Works on all Fire Department service requests. Every effort will be made to keep requestors and facility supervisors current on outstanding service requests.

Facility Service Requests (emergency)

After hours, weekends, and holidays, emergency service requests can be made by calling the appropriate person using the current Public Works Standby list or by calling the Public Works Maintenance Hotline (480-350-8152).

Garage Door - Non Emergency

If a garage door needs service, but continues to operate and secure the facility, submit a service request. If security is a concern, refer to "Garage Door Emergency" below.

Garage Door - Emergency

Inoperable garage doors present significant security concerns at fire facilities, especially if the doors cannot be closed, and must be reported immediately. Members may contact the following vendors 24 hours a day if a facility cannot be secured:

Cookson (business hours) 480 377-8777
Cookson (24 hour commercial) 480 452-8161
Vortex (24 hours) 1-800-698-6783

Facility Surveys

Facilities are surveyed semiannually by Support Services and/or the Assistant Chief of Emergency Services, in addition to scheduled station inspections conducted by the District Managers. Support Services inspections focus on repair or replacement of structural components, paint, systems, appliances, furniture and flooring. These inspections are vital in addressing immediate maintenance needs and to assist in strategic and budget planning.

Fire Code Inspections

Fire facilities shall be inspected annually at the direction of the Fire Marshal. The focus will be on code compliance.